

UNITED STATES BANKRUPTCY COURT
DISTRICT OF RHODE ISLAND

**NOTICE OF LOCAL REQUIREMENTS FOR COMPLIANCE
WITH THE JUDICIAL CONFERENCE PRIVACY POLICY**

December 1, 2003 Effective Date

NOTICE IS HEREBY GIVEN of the following local procedural changes to implement the December 1, 2003 Privacy Rule and Form changes:

- 1 **On and after December 1, 2003**, attorneys and parties should *ensure that they use only the revised* Official Bankruptcy Forms –including the Voluntary Petition, Involuntary Petition, Schedules, Statement of Financial Affairs and Proof of Claim, as required by the Bankruptcy Rules. Attorneys should make certain that any petition preparation software has been upgraded with the newly revised forms, which will display only the last four digits of the debtor’s Social Security number.
2. **For non-electronic filers** -- individual debtors must also “submit” to the court a statement under penalty of perjury setting out the debtor’s full Social Security number, or stating that the debtor does not have a Social Security number. A new Official Bankruptcy Form, B21 entitled “Statement of Social Security number” has been created for this purpose, which must be signed and submitted contemporaneous with the petition. Failure to submit Form B21 with the petition will result in the Court’s issuance of a Two Day Notice of Missing Documents and Notice of Intent to Dismiss if Documents are Not Timely Filed.
3. **For electronic filers** – the debtor’s full Social Security number should be submitted electronically in the CM/ECF system but only the last four numbers of the SSN should appear on the pdf version of the petition that is uploaded into the system. In addition, Local Form P.3 is being revised to include a statement verifying under penalty of perjury that the debtor’s Social Security number electronically filed with the court is true and correct, which will take the place of Official Form B21 for electronic filers only.
4. **The full Social Security number** will appear on the section 341 meeting of creditors notice, Official Form 9, sent to creditors, the debtor, the trustee, and the United States trustee. The copy of the section 341 notice included in the court case file however, will contain only the last four digits of the Social Security number.
5. **Filers** – not the court- are responsible for redacting Social Security numbers and other personal

identifiers such as dates of birth, financial account numbers, and names of minor children in documents they file with the court, whether in paper or electronic form. Compliance with the amended rules and forms is the sole responsibility of counsel and the parties.

6. **In addition to the Social Security number**, other personal data identifiers which should be partially redacted to the last four digits in the pleading include:

- **Financial Account numbers**
- **Dates of birth**
- **Names of minor children.**

November 14, 2003

Susan Thurston
Clerk of Court